

Minutes

December 27, 2007

The Citizen's Ethics Advisory Board ("Board") of the Office of State Ethics ("OSE") held a special meeting on Thursday, December 27, 2007 at 1:00 p.m., in Conference Room 2-A, 2nd floor, 18-20 Trinity Street, Hartford, CT 06106.

Chairperson Robert Worgaftik called the meeting to order at 1:05 p.m.

The following members of the Board attended the meeting:

- Robert Worgaftik, Chairperson
- Jaclyn Bernstein
- Dennis Riley
- Michael Rion

The following members of the Board joined the meeting by phone:

- Enid Oresman, Vice-Chairperson
- Rebecca Doty
- Sister Sally J. Tolles

The following staff members of the OSE also attended the meeting:

- Carol Carson, Executive Director
- Barbara Housen, General Counsel
- Thomas K. Jones, Ethics Enforcement Officer
- Cynthia Isales, Assistant General Counsel
- Peter Lewandowski, Assistant General Counsel
- Brian O'Dowd, Assistant General Counsel

Chairperson Worgaftik informed all present that the regulations have been approved by the Legislative Regulations Review Committee ("LRRC").

Peter Lewandowski further informed the Board that the regulations will be in effect once they are filed with the Secretary of the State and that the filing will take place when the official letter from the LRRC is received.

Chairperson Worgaftik commended Barbara Housen, Thomas K. Jones and Peter Lewandowski for their excellent work.

Chairperson Worgaftik welcomed Carol Carson as the Office of State Ethics Executive Director.

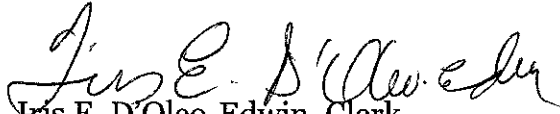
The following topics were addressed during the meeting:

1. The Minutes of the November 29, 2007 regular meeting were presented to the Board for approval. **The Board voted seven (7) to zero (0) in favor.**
2. Ms. Carol Carson presented the Executive Director's report. She reported the following: Provisional offers were made to two office assistants. A Special Investigator, Michael Morrissey began employment with the OSE on Friday, December 21, 2007. She met with HR and DAS staff regarding bills and purchases. She also met with the Department of Information Technology ("DOIT") regarding the lobbyist system. The OSE is awaiting a memorandum of understanding from DOIT. Ms. Carson is moving forward and the staff at OSE has been very helpful in the process.
3. Assistant General Counsel Cynthia Isales presented the Board with the following draft advisory opinion: "Application of the Code of Ethics for Lobbyists to Registration and Reporting Requirements of Non-Profit Organizations." **The Board voted six (6) to one (1) in favor. Board member Dennis Riley opposed.**
4. Assistant General Counsel Brian O'Dowd presented the Board with the following draft advisory opinion: "Definition of 'Department Heads' for purposes of General Statutes § 1-83 (a) (1)." **The Board voted seven (7) to zero (0) in favor.**
5. Peter Lewandowski, Assistant General Counsel, presented the Legislative Proposals for the 2008 Legislative Session. Through discussion, it was determined that a special meeting would be held to cover those items not discussed in a previous meeting regarding the secondary proposals and technical changes. **This item was tabled by the Board. The members will have a special meeting via teleconference on January 14, 2008 for further discussion and approval of the proposals.**
6. Thomas K. Jones, Ethics Enforcement Officer, presented the Enforcement Division's Report to the Board. Mr. Jones noted the following: One of the major issues at the OSE includes lobbyist forms which must be entered into the online system by January 1, 2008 for the next filing period. Those forms were included in the packets to the Board. Four hundred letters were sent out to lobbyists who have not filed their supplemental Statement of Financial Interests ("SFI") forms. Several enforcement matters may be ready for resolution or hearing and a report will be provided to the Board at the next Board meeting.
7. Barbara Housen informed the Board regarding a new SFI form which was created for the situation when an employee is departing his/her state position. There currently is no such form. **A motion was made to accept and approve the new SFI form. The Board voted seven (7) to zero (0) in favor.**
8. Barbara Housen, General Counsel, also addressed changes made to the lobbyist forms. With respect to the forms, some corrections were made to the wording and other typographical errors without making any changes to the substance. Thomas K. Jones noted that coding changes were also made to the online lobbyist system to allow individuals to move through the form more efficiently.

9. Barbara Housen presented the Legal Division's Report to the Board. She informed the Board of the following: The OSE now has permanent approved regulations after working on them for almost a year. Attorney Housen commented on the regulations process.

The Board adjourned the meeting at 3:25 p.m.

Respectfully submitted,



Iris E. D'Oleo-Edwin, Clerk
Citizen's Ethics Advisory Board

Approved: 1/24/2008